

ASSISTANT REGISTRAR

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs difficult technical and intermediate administrative work assisting in overseeing the office of the General Registrar; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Coordinating and assisting with voter registration and preparation for elections; preparing and maintaining records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Answers telephone; greets visitors; provides assistance and information concerning voter registration/election procedures, laws, timeframes, locations, or other issues; responds to routine questions, complaints or requests for service; initiates problem resolution.
- Processes new voter registrations; receives voter applications; reviews for accuracy and researches incomplete information; determines eligibility for registration and checks for previous registration; determines voter's district and precinct; enters information into computer; accepts applications from other jurisdictions and transfers to new jurisdiction; assists in planning and conducting voter registration drives.
- Maintains current list of registered voters; maintains current maps and street listings reflecting voter data and district/precinct lines.
- Coordinates various activities to prepare for and conduct elections; selects and hires election officers; assembles materials needed at precincts; tests voting equipment to ensure proper operations; assists precinct officials; assists in consolidating election results/records; assists in processing absentee ballots.
- Performs general clerical tasks, which may include typing documents, entering data into computer, making copies, sending/receiving faxes, processing incoming/outgoing mail, filing documentation, or maintaining file system.
- Ensures departmental compliance with Virginia election laws and all other applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.
- Assists with preparation of annual budget; processes documentation pertaining to accounts payable for the department.
- Performs audits of campaign finance forms submitted by candidates, political action committees, or other individuals/groups; certifies candidates and verifies positions for certification.
- Compiles various administrative and/or statistical data; performs research and makes applicable calculations; analyzes data and identifies trends; prepares/generates reports; maintains records.
- Prepares or completes various forms, reports, correspondence, lists, voter's registration cards, maps, or other documents; receives various forms, reports, correspondence, applications, statistical reports, manuals, maps, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Monitors inventory and initiates orders of equipment, forms, voting materials and supplies.
- Performs the duties of General Registrar as assigned.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of federal, state and local voting registration and election laws and regulations; comprehensive knowledge of registration and voting procedures and of the maintenance and protection of ballots, voting registration lists and records; thorough knowledge of standard office practices, procedures and equipment; ability to communicate ideas effectively in both oral and written forms; ability to plan and supervise the work of others; ability to operate a personal computer; ability to establish and maintain effective working relationships with the Electoral Board, County officials, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in business administration or related field and considerable experience in voter registration.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.